



## CITY COUNCIL AGENDA ITEM STAFF REPORT

MEETING DATE:	DECEMBER 9, 2025
TITLE:	AN ORDINANCE AMENDING, ADDING, AND REMOVING FEES AND FINES OF TITLE 4 FEES AND FINES OF THE CODE OF ORDINANCES OF THE CITY OF COLLINSVILLE
DEPARTMENT:	ADMINISTRATION
PROJECT MANAGER:	JESSICA SHORT, ASSISTANT CITY MANAGER/ECONOMIC DEVELOPMENT MANAGER
REQUESTED ACTION:	APPROVAL
STRATEGIC PLAN GOAL(s):	#7: SUPPORT EXCELLENT MUNICIPAL SERVICES
ATTACHMENTS:	ORDINANCE, UPDATED MASTER FEE & FINE SCHEDULE

### Summary Recommendation

Staff is recommending an amendment to *Title 4 Fees and Fines* to amend fees within six existing fee categories, add two new fee categories, remove fees within one existing fee category, and remove one fee category.

### Executive Summary

The proposed ordinance is an update to *Title 4 Fees and Fines of the Collinsville Code of Ordinances*. The update includes modifications to multiple fees within the following six fee categories: Garbage Collection Fees, Sewer Usage Fees, Exterior Water Tap Fees, Water Rates – Readiness to Service Charge, Water Service Fees and Charges, and Water Usage Fees.

The ordinance also includes the addition of two new fee categories (Hometown Heroes Banner Program and Door to Door Solicitation License), the removal of fees within the Water Account Deposit Fees category, and removal of the Water Meter, Second Connection Fees category.

The proposed ordinance will repeal and replace *Title 4* in its entirety. The following sections of this report detail the exact changes being made to each respective fee. Please note that any underlined text is an addition/modification and any ~~striketrough~~ text is a deletion of existing language.

In general, any proposed fee increases are to offset expenses associated with the administration and the real costs incurred by the City for the programs and services aforementioned.

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Fees &amp; Fines Schedule Update

**Amended Existing Fee Categories***Garbage Collection Fees*

The City has negotiated in its current contract with Republic Services that the maximum consumer price index (CPI) increase in any given year would be capped at 4%. Republic has reported a CPI increase of 5.06%; therefore, the increase for 2026 will be 4%. The trash collection rate will increase from \$17.32 to \$18.01 (\$0.69 increase) and households with seniors will increase from \$13.16 to \$13.69 (\$0.53 increase).

Category	Description	Cost	Cross Reference
Garbage Collection Fees	Per month per household unit, payable bi-monthly with water/sewer bill (effective 1/1/25) (effective 1/1/26)	<del>\$17.32</del> <u>\$18.01</u>	8.08.010
	Per month per household unit with up to two (2) persons over age 65, payable bi-monthly with water/sewer bill (effective 1/1/25) (effective 1/1/26)	<del>\$13.16</del> <u>\$13.69</u>	8.08.020

*Sewer Usage Fees*

The sewer usage fee is based on water consumption for residential and commercial properties. The sewer usage is calculated as a fixed rate per 1,000 gallons of water consumption. Staff proposes to increase the fee by 9% to keep pace with operational costs. The sewer usage fee per 1,000 gallons of water consumption will increase from \$9.69 to \$10.56 (\$0.87 increase)

Category	Description	Cost	Cross Reference
Sewer usage fees	Per 1,000 gallons (effective 1/1/25) (effective 1/1/26)	<del>\$9.69</del> <u>\$10.56</u>	13.16.410

*Exterior Water Tap Connection Fees*

Water connection fees are flat fees required for all new water taps. These fees are separated into 12 categories based on tap size and residential or commercial use. An analysis was completed of actual incurred expenses as well as a survey of surrounding communities' water tap rates in 2024 and rates were adjusted at that time to help recover more of the City's actual costs as well as stay aligned with surrounding communities. Operational costs continue to rise and, therefore, staff recommends a 2.5% increase to all taps up to three inches (rounded to the nearest \$5.00 increment).

Category	Description	Cost	Cross Reference
Exterior Water Tap Connection Fees	Residential – ¾" tap size	<del>\$2,940</del> <u>\$3,015.00</u>	13.16.410
	Residential – 1" tap size	<del>\$3,640</del> <u>\$3,735.00</u>	13.16.410
	Residential – 2" tap size	<del>\$5,040</del> <u>\$5,170.00</u>	13.16.410
	Commercial – ¾" tap size	<del>\$3,780</del> <u>\$3,875.00</u>	13.16.410
	Commercial – 1" tap size	<del>\$4,305</del> <u>\$4,415.00</u>	13.16.410
	Commercial – 2" tap size	<del>\$5,355</del> <u>\$5,490.00</u>	13.16.410
	Commercial – 3" tap size	<del>\$6,405</del> <u>\$6,565.00</u>	13.16.410

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**Water Rates – Readiness to Service Charge**

Water rates - readiness to service charge is the minimum monthly fee for water service. These fees are separated into seven categories based on tap size. Staff proposes to increase all minimum monthly service charges by 9% as follows.

Category	Description	Cost	Cross Reference
Water Rates – Readiness to Service Charge	¾" meter size	<del>\$11.50</del> <u>\$12.75/month</u>	13.04.270
	1" and 1 ¼" meter size	<del>\$15.75</del> <u>\$17.25/month</u>	13.04.270
	1 ½" meter size	<del>\$26.75</del> <u>\$29.25/month</u>	13.04.270
	2" meter size	<del>\$40.75</del> <u>\$44.50/month</u>	13.04.270
	3" meter size	<del>\$76.75</del> <u>\$83.75/month</u>	13.04.270
	4" meter size	<del>\$116.00</del> <u>\$126.50/month</u>	13.04.270
	6" meter size	<del>\$227.25</del> <u>\$247.75/month</u>	13.04.270

**Water Service Fees and Charges**

Within the Water Service Fees and Charges category is the *service charge 3<sup>rd</sup> party testing facility*. This fee is applied as a deposit when a water customer disputes the accuracy of their meter. The deposit covers the cost of the testing and is currently a flat fee of \$200.00 for any water meter. Staff is proposing a distinction between residential meters and commercial meters, with an increased fee of \$300.00 for commercial meter testing.

Category	Description	Cost	Cross Reference
Water service fees and charges	Service charge 3 <sup>rd</sup> part testing facility - <u>Residential</u>	\$200.00	13.04.310
	Service charge 3 <sup>rd</sup> part testing facility - <u>Commercial</u>	<u>\$300.00</u>	<u>13.04.310</u>

**Water Usage Fees**

The water usage fee is the cost per 1,000 gallons of water used by a home or business. The fee is broken into two categories: users within corporate City limits and users outside of City limits. Each fee will be increased 9% to keep pace with operational costs. The corporate City limits water rate per 1,000 gallons will increase from \$7.13 to \$7.77 (\$0.64 increase). The out-of-City water rate per 1,000 gallons will increase from \$10.68 to \$11.64 (\$0.96 increase).

Category	Description	Cost	Cross Reference
Water usage fees	Per 1,000 gallons – Corporate ( <del>effective 1/1/25</del> ) ( <u>effective 1/1/26</u> )	<del>\$7.13</del> <u>\$7.77</u>	13.04.280
	Per 1,000 gallons – Out-of-City ( <del>effective 1/1/25</del> ) ( <u>effective 1/1/26</u> )	<del>\$10.68</del> <u>\$11.64</u>	13.04.280

**New Fees****Hometown Heroes Banner Program**

The Hometown Heroes Banner Program was taken on by the City in 2025. This fee is for the administration of the program and to offset the cost of the banners themselves and the installation costs.

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Fees &amp; Fines Schedule Update

Category	Description	Cost	Cross Reference
<u>Hometown Heroes Banner Program</u>	<u>Per Banner</u>	<u>\$150.00</u>	

***Door to Door Solicitation License***

The Door to Door Solicitation License was adopted by Ordinance on October 28, 2025. This fee is for the administration of the program, associated services such as background checks, and materials.

Category	Description	Cost	Cross Reference
<u>Door to Door Solicitation License</u>	<u>Annual fee per applicant</u>	<u>\$250.00</u>	<u>5.46.010</u>

**Removed Fees*****Water Account Deposit Fees***

Currently, the City requires a deposit for all water accounts. The deposit is intended to reduce the City's financial exposure in the event a customer discontinues service with an outstanding bill. However, the deposit has created challenges for rental properties when the owner desires to return the water service back into their own name in between tenants, causing additional paperwork for staff and delays for owners to turn water service back on. Staff proposes removing the water account deposit fee for owner accounts only, to reduce the administrative burden and provide better customer service.

Category	Description	Cost	Cross Reference
Water account deposit fees	<del>In-City owner accounts; to be refunded after two (2) years of prompt payment of bills</del>	<del>\$125.00</del>	<del>13.04.300</del>
	<del>Out-of-City owner accounts; to be refunded after two (2) years of prompt payment of bills</del>	<del>\$165.00</del>	<del>13.04.300</del>

***Water Meter, Second Connection Fees***

Water meter, second connection fees are flat fees required for additional residential water taps and are currently offered at a discounted rate from the primary tap. These taps cost the City the same as a primary tap in terms of time and materials. Staff proposes removal of the discounted rate for secondary taps.

Category	Description	Cost	Cross Reference
Water Meter Second Connection Fees	<del>Residential—<math>\frac{3}{4}</math>" tap size</del>	<del>\$1,300 <u>\$1,820.00</u></del>	<del>13.04.170</del>
	<del>Residential—1" tap size</del>	<del>\$1,600 <u>\$2,240.00</u></del>	<del>13.04.170</del>

**Recommendation**

Staff is recommending approval of the subject Ordinance within Title 4 as outlined in this report. Attached is an updated Fee Schedule implementing the proposed fee changes.

**Department Review**

Administration, Corporate Counsel, Finance, Community Development, Public Works, and Police